



The NorthEast Cerebrovascular Consortium (NECC)
October 24th and 25th, 2019 | Boston Marriott Copley Place, Boston, MA

2019 NECC Travel Policy

This policy refers to the day of the actual meeting. Any additional days spent at the meeting location are the responsibility of the individual. Qualified individuals may be reimbursed with **ORIGINAL RECEIPTS** for Regional Meeting expenses according to the following:

<p>Air Fare/Travel</p> <p>Airport you would be flying into:</p> <p>_____</p> <p>_____</p>	<p>All airline tickets must be purchased 21-days in advance of the scheduled travel date.</p> <p>Please call World Travel Group at 1-877-778-7876; ask for Team C or you can e-mail them at teamc@worldtrav.com and provide them the information from this section:</p> <ul style="list-style-type: none"> ▪ Conference Name: 14th Annual NECC Summit ▪ Conference Coordinator: Abigail Egan ▪ Please ask them to cc: Kayleigh Newell ▪ Paid for by the: American Heart Association ▪ Budget code: 222300.xxxx.71541W.59769R (expires 6/30/19) ▪ If you are flying, please send your flight information to: Abigail.Egan@heart.org ▪ <i>Upgrades can be obtained by using your own certificates or miles</i>
<p>Ground Travel</p> <p>Original detailed receipts MUST be provided.</p>	<ul style="list-style-type: none"> ▪ Mileage is reimbursed at the rate of .14/mile, which is the allowable rate that applies to all volunteers ▪ Gas is not a reimbursable expense ▪ Taxi/Ground Transfer - reasonable transport expenses will be reimbursed. ▪ Parking will be covered with receipts unless otherwise specified
<p>Meals</p> <p>Please note that alcohol is not a reimbursable item.</p>	<p>Meals will be reimbursed each day of required attendance Dates: from the night prior – 10/23/19 through the day ending of the program 10/25/19.</p> <p>According to this breakdown:</p> <ul style="list-style-type: none"> • a <i>maximum</i> \$15 breakfast • a <i>maximum</i> \$20 lunch • a <i>maximum</i> \$35 dinner • Detailed receipts indicating meals purchased is required for each reimbursement <i>Total summary receipt will not be accepted.</i> <p>Please note: This is not a per diem (if meals are less than the specified maximum amount, the reimbursement will only be for the amount on the detailed receipts).</p>
<p>Hotel Accommodations</p>	<ul style="list-style-type: none"> • At the summit, The NECC contracts hotel accommodations for all speakers and attendees. The NECC will cover standard room and tax, relative to participation in the meeting only, from the night prior through the end of the conference. • Personal days may be added at the participant's own expense. • Hotel Reservations will be made directly by The NECC staff at the Newport Marriott. • Participants may arrange for alternative accommodations but will not be reimbursed.
<p>Gratuities</p>	<p>Reasonable tips will be reimbursed.</p>
<p>Entertainment</p>	<p>Not included (includes liquor/other entertainment, e.g. movies, etc.)</p>
<p>Sports Clubs</p>	<p>Admission fee to workout facilities will be reimbursed.</p>

Please [email](#) or [fax](#) the completed volunteer expense form with a copy of the receipts within 2-weeks to **Nia Flick** for processing. **Email: Nia.Flick@heart.org ~ Fax: 518.518.935.9496** -

DEADLINE TO SUBMIT: Friday, November 8, 2019

After emailing and/or faxing the form and **ALL ORIGINAL AND DETAILED RECEIPTS** please **mail** the hard copies to **Nia Flick** within 30 days: American Heart Association ~ c/o Nia Flick~ 4 Atrium Drive ~ Suite 100 ~ Albany, NY 12205

DEADLINE (for hard copies): Thursday, December 19, 2019